



# Special Vending (Single Truck) Food Truck License Application Guidelines and Checklist

**License Type: Special Mobile Food Truck Vending License, Single Truck**

## **DEFINITIONS:**

**Special Mobile Food Truck Vending License** allows for the sale of food and drink on the public way for one truck for a single community-based event (maximum: 3 days). *Mobile Food Trucks cannot vend for special events on the public way, UNLESS the location of the event is such that there is a compelling need, no private-vending alternative, and the following parties are involved:*

- 1) Event Organizer – group organizing the event.
- 2) Sponsor Location – the organization around which the event is situated.
- 3) Food Truck – the truck involved in the event.

## **Application Checklist (TO BE SUBMITTED BY EVENT ORGANIZER):**

1. **In order to submit an application, the involved Food Truck must have a current Mobile Food Truck Permit in the City of Boston, issued by Public Works.**
2. Provide evidence of Office of Neighborhood Services notification
3. Provide evidence of Main Streets District notification, if event is occurring in District (<http://www.cityofboston.gov/dnd/obd/districts.asp>)
4. Provide a copy of notification distributed to neighbors within 100ft of the proposed location.
5. A letter from the Sponsor Location, noting their participation in the event.
6. Submit an event plan, including a detailed map of vending location(s) (layout of event space, fixed obstacles, sidewalk intersections, nearby food establishments, property lines, building entrance, access ramp, meters, etc.) and time(s), with the following considerations:
  - i. Customer queuing (ensuring that there is an additional 4 feet of level sidewalk space behind queue to accommodate pedestrian traffic)
  - ii. Vehicular flow (how pedestrians will be kept separate and safe from moving vehicles)
  - iii. 10 feet of unobstructed space in front of and behind a Food Truck where no vehicular traffic is moving by the truck.
  - iv. 15 feet of unobstructed space in front of and behind a Food Truck where vehicular traffic is moving by the truck.
  - v. Trucks are not allowed to directly compete with nearby restaurants
7. Fee payable to City of Boston of \$150 per event day (maximum: 3 days). Fee structure is subject to change, and can be found by calling the Department of Public Works at (617) 635-4900.

## **Additional Information**

1. **Your License Application must be submitted at least 10 business days prior to the date of the event. Applications will be reviewed by the Office of Food Initiatives, Office of Arts, Tourism & Special Events, Boston Fire Department, Boston Police Department, Boston Transportation Department, Public Works, and the Inspectional Services Department.**
2. Incomplete applications will be denied.
3. Applications must be submitted by Event Organizer.
4. A police detail may be required or requested. Additional costs are the responsibility of the applicant.
5. Event Organizer will be responsible for all production and any applicable fees.
6. Event Organizer is responsible for all clean-up, including garbage removal from area within 200 feet of activities.
7. Permits are not transferable.
8. Make a duplicate copy of this packet for your personal records before submitting.
9. If you are applying for multiple licenses/permits, applications may not be combined.

## Special Vending (Single Truck) Food Truck License Application

A permit must be obtained for each location which involves dispensing food and beverages from a Food Truck in a non-permitted location. A permit will be issued only after approval by the Mobile Food Truck Committee. Applications must be received **AT LEAST TEN BUSINESS DAYS** before the event in order to be considered. *A maximum of 1 Food Truck is authorized per permit.*

I hereby request a license for a Temporary Food Truck Location License: **(PLEASE PRINT)**

Name of Event: \_\_\_\_\_

Name of Organizer: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of operations: from \_\_\_\_\_ to \_\_\_\_\_

**Food Trucks must be permitted to vend in the City of Boston.** Food Trucks cannot substantially impair the movement of pedestrians or vehicles or pose a hazard to public safety.

Food Truck Names

Telephone

\_\_\_\_\_

\_\_\_\_\_

Please provide a copy of valid Food Truck Permit, Certificate of Liability for this specific event, and potential menu of items to be sold or given away for participating vendor.

What are the numbers associated with the parking meters you intend to use (3 meters per truck - #s can be found on the back of the meter, typically two letters followed by three numbers)?

\_\_\_\_\_

What is your clean-up plan?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Signatures of approving departments:

BTD: \_\_\_\_\_

BPD: \_\_\_\_\_

BFD: \_\_\_\_\_

ISD: \_\_\_\_\_